



State of Arizona
Department of Education

**School Safety Program
FY 2012 Competitive Grant Announcement
Application Instructions**

Eligibility

Arizona public schools through their district or charter holder

Release Date

April 21, 2011

Due Date

June 2, 2011

Midnight for online portion of the application

Postmarked for hard copy documents

How to Apply

This application must be submitted through the Arizona Department of Education's Grants Management Enterprise (GME) at www.ade.az.gov/gme.

Contact Information

For programmatic questions and assistance, contact the School Safety and Prevention Unit, 602-542-8730. For technical assistance with the online system, contact GME, 602-542-3695 or email grants@ade.az.gov.

School Safety Program 2012 Competitive Application

Program Overview

The intent of the School Safety Program is to place School Resource Officers (SRO) and Juvenile Probation Officers (JPO) on school grounds to contribute to safe school environments that are conducive to teaching and learning. The grant provides seed money for the salary and benefits of these officers as established in ARS §15-155 for the purpose of violence and juvenile delinquency prevention. School Safety Program officers maintain a visible presence on campus; deter delinquent and violent behaviors; serve as an available resource to the school community; and provide students and staff with Law-Related Education (LRE) instruction and training. Officers are required to teach a minimum of 180 hours of LRE instruction per year. The officer is expected to intervene as a law enforcement officer or juvenile probation officer when necessary.

School Safety Program Guidance Manual

Requirements for the program are contained in the School Safety Program Guidance Manual, developed by the School Safety Program Legislative Oversight Committee. Please read the Guidance Manual in its entirety as it has been updated. For more information on the Oversight Committee, see page 5 of the Guidance Manual.

Pre-application Trainings

Pre-application trainings will be offered on **May 3, 2011** in **Flagstaff**, on **May 4, 2011** in **Phoenix** and on **May 6, 2011** in **Tucson**. To register go to www.ade.az.gov/online-registration and click on the "Standards & Assessment: School Safety and Prevention" link after April 20th. Register as soon as possible, because **seating is limited**.

Application Selection and Award

Applications will be reviewed and scored in accordance with the Arizona Department of Education's (ADE) Guidelines and Procedures for Competitive Discretionary Grants. Each site application will be scored independently. Awards will be made to the highest scoring applications up to the dollar amount available for funding. The ADE will process scores and provide funding recommendations to the School Safety Program Legislative Oversight Committee for final approval. Awards are expected to be made by the third week of July.

Project Period

Grants awarded under this program will be funded for three years. Salary requests are guaranteed for the length of the grant and no upward adjustments will be accepted through the three year grant cycle. If the actual salary of an officer is reduced during the year, an amendment is required.

Program Assistance

For questions concerning the application or further information about the School Safety Program, contact Dave Riggs, (602) 542-8730 or davidson.riggs@azed.gov.

Application Overview

The 2012 School Safety Program competitive application is available to new schools and current grantees. Current grantees are required to complete additional application questions and submit supplementary documentation. For the purposes of this application, a current grantee is a site that received School Safety Program funding during the 2010-2011 school year.

Schools may apply for an officer individually or may propose to share an officer with a partnering school through a joint application. Joint applications will receive one score. Partnering schools proposing to share an officer must ensure that the officer has at least one year experience as a School Safety Program officer OR demonstrate in the application the extent to which partnering schools have a cohesive program and supports in place to support an inexperienced officer. If a current grantee and new school apply jointly, the application will be reviewed and scored as a current grantee. Submit all required documents accordingly and complete the compliance portion of the online application. See complete guidance on page 4 of this document.

A complete application consists of four mandatory parts: the online application, the *Cooperative Agreement Signature Page* form, a statement of officer salary and benefits, and a *School Safety Program Operational Plan*. In addition, current grantees are required to submit an *Activity Log Summary* form for the 2010-2011 school year as well as School Safety Assessment and Prevention Team meeting documentation.

A complete application consists of the following:

Online Application submitted via the Grants Management Enterprise (GME))

1. Budget Forms (Budget Line Items, Budget Description, Capital Outlay, and Payment Schedule)
2. District Administrator Information
3. Site Level Information (one page per site/joint application)
4. Officer Information (one page per officer)
5. Site Budget Breakout

Application Downloads submitted via postal services

6. Cooperative Agreement Signature Page form (one per site – joint applicants submit one form)
7. School Safety Program Operational Plan (one per site – joint applicants can submit one plan if appropriate)
8. Activity Log Summary form - **required for current grantees only**

Additional Documents submitted via postal service

9. Statement of officer salary and benefit (one per agency per district/charter)
10. School Safety Assessment and Prevention Team meeting documentation – **required for current grantees only**
11. Additional supportive documentation (limited to an additional three pieces, no more than 15 pages in total) – **optional**

The online portion of the application must be submitted by **midnight on June 2, 2011**. Hard copy documents must be postmarked **June 2, 2011**. Incomplete or late submissions will not be accepted. Applications missing any of the required documents will be automatically disqualified.

The hard copy application packet must include four copies of each document for each site and a cover page stating what is included. Each document must be clearly identifiable and contain the district and site name in the top right corner. Mail documents to:

Arizona Department of Education, School Safety and Prevention, 1535 W. Jefferson Bin #29,
Phoenix, AZ 85007, ATTN: Dave Riggs.

Cooperative Agreement Signature Page form- required

Obtain the appropriate signatures from each entity involved in the School Safety Program for each site. The signature form acknowledges cooperation between the responsible parties, including the county juvenile probation department or local police department, school principal and district superintendent. Specifically, this form indicates that a law enforcement or juvenile probation department has agreed to provide an officer and grant requirements will be followed, if a grant is awarded. Do not submit an application if you cannot get the assurance that an officer will be available to fill the position. Each site must have its own *Cooperative Agreement Signature Page* form (joint applicants submit one form). The *Cooperative Agreement Signature Page* form has been provided in the Application Download section of Grants Management Enterprise (GME).

After award of the grant, the district/charter must develop a Service Agreement with their law enforcement or juvenile probation agency for the purpose of outlining all agreed upon terms, such as hours the officer will work, expenses covered by each entity, and services the officer will provide when school is not in session. Minimum requirements of the Service Agreement can be found on page 22 of the School Safety Program Guidance Manual.

School Safety Program Operational Plan – required

Each site is required to develop a School Safety Program Operational Plan that incorporates program requirements and illustrates their site specific program design in a succinct and logical manner (joint applicants can submit one operational plan if appropriate). The plan is a fluid document that should be used by the school administrator, officer, and School Safety Assessment and Prevention Team to monitor program implementation and provide continuous improvement throughout the school year. A template of the School Safety Program Operational Plan has been provided in the Application Download section of GME.

Activity Log Summary Form – required for current grantees only

Current grantees are required to submit an Activity Log Summary form that reflects the number of Law Related Education hours completed and the number of hours the officer was off-campus in the 2010-2011 school year. The form has been provided in the Application Download section of GME.

Statement of Officer Salary and Benefits – required

A statement of officer salary and benefits must be obtained from the partnering agency providing the officer(s) and submitted to ADE. The statement must include the **actual** salary and benefits for each officer. Allowable benefits include **customary benefits** of medical, dental, retirement and social security and do not include additional benefits such as uniform allowance, additional stipends, and overtime. If the officer will serve the school for less than 12 months, the itemized salary and benefits statement from the agency must show a prorated figure.

School Safety Assessment and Prevention Team (SSAPT) documentation – required for current grantees only

Current grantees are required to provide documentation from the four required meetings held at each site for each school year except only three are required for the 2010 – 2011 school year. Documentation includes meeting invitations, agendas, notes or minutes.

Officer Sharing Between Schools – Joint Applicants

Schools requesting to share an officer are required to develop and submit a joint application which will be considered in cases where the district, school, and partnering agency feel that it is feasible and in the community's best interest to share an officer. Joint applicants will receive one score. Therefore, partnering schools must demonstrate a cohesive program design by jointly and thoroughly addressing all sections of the application. The application, including the operational plan, should describe how partnering schools will collaborate to effectively use the officer at each site in accordance with grant requirements. Officers of shared sites are required to complete the 180 Law-Related Education (LRE) hours between the sites, not at each site. All other program requirements remain intact.

Partnering schools requesting to share an officer must ensure that the officer has at least one year experience as a School Safety Program officer OR demonstrate in the application the extent to which partnering schools have a cohesive program and supports in place to support an inexperienced officer. Joint applicants must:

Provide a program proposal that demonstrates effective use of the officer and how the officer will meet program goals and requirements through collaboration between each school's administrations. This would include but is not limited to developing a realistic schedule for the officer, an LRE plan based on each sites needs assessment, a shared or individualized operational plan(s), and considerations for school enrollment and distance between schools.

Note that if a current grantee and new school apply jointly, the application will be treated as a current grantee. Submit all required documents accordingly and complete the compliance portion of the online application.

Application Scoring

The application is worth a total of 100 points. The online application sections and the operational plan total point values are as follows:

<u>Application Section</u>	<u>New Applicants</u>	<u>Current Grantees</u>
Determining the Need for the School Safety Program	15 points	15 points
Addressing the Need through Program Design	45 points	35 points
School-Agency Collaboration and Commitment for Program Implementation	25 points	25 points
Assessing Compliance	N/A	15 points
<u>Operational Plan</u>	<u>15 points</u>	<u>10 points</u>
Total:	100 points	100 points

Online Tips

- Before utilizing the online system, review all documents in the Application Downloads section of GME, www.ade.az.gov/gme.
- To begin the GME online application process, go to www.ade.az.gov/gme.
- When entering data online, it is recommended that you save frequently as a precaution. Each page will time out after one hour.
- If you need assistance utilizing the online system, contact the Grants Management office at (602) 542-3695 or email grants@ade.az.gov.
- If you need programmatic assistance, contact Dave Riggs at Davidson.riggs@azed.gov or (602) 542-8730.

General Statement of Assurances (GSA)

The GME requires acceptance of the GSA, which includes the following statement: *Misrepresentation of information on grant applications can result in termination of program participation.* To review the General Statement of Assurance link on the Grants home page, please visit <http://www.ade.az.gov/GME> and go to Documents and Required Annual Forms.

Online Application Forms and Pages

Budget Forms and Allowable Expenditures

The *Budget Line Item* form must indicate the **total** amount the district is requesting for all sites.

The *Budget Description* form must contain a detailed description of each line item amount requested and must include a breakdown of salary and benefits for each officer. The description must also specify a 10-, 11-, or 12-month position for each officer.

The *Payment Schedule* must be completed indicating equal quarterly payments in August, November, February, and May.

Items Approved for Inclusion in Budget:

- Officer salary and benefits- indicate a 10-, 11-, or 12-month position, consistent with page 18 of the guidance manual, and provide the **actual** salary and benefits for each officer. The district administrator is responsible for ensuring that the items included in the benefits description are allowable expenses under this grant.
- Materials (office supplies/classroom instruction materials)
 - \$100 per site

Travel allocations will be provided at the time of award. No other budget items will be considered.

Section 1: District Administrator Contact Information Form

This form is for district/charter holder level information. Information will be used for correspondence.

District Administrator Contact Information	
1	District Administrator Name
2	Title
3	Mailing Address
4	City
5	State
6	Zip Code
7	Phone Number Enter as (xxx) xxx-xxxx + extension
8	Fax Number Enter as: (xxx) xxx-xxxx
9	Email Address

Site Level Information Page (one page per school)

A separate page is required for each school site for which funding is requested (unless applying jointly with a partnering school). Once a page has been completed, the LEA has the option of adding an additional page for each school requesting funds.

Each school must be designated a site number – starting with number one and going up sequentially by the number of schools applying within the district/charter. Schools applying jointly will share the designated site number of the primary school. Site detail information for the partnering schools must be entered in Section 7 of this page.

After saving a page, a blank template will appear on the left side of the frame should you need to continue with another site selection. Your saved page will appear in the left blue frame with the Site Number as the page title.

Section 2: Site Details



Site Details: The purpose of this section is to designate a school number, provide school level information such as Average Daily Membership (ADM), and to designate who is responsible for program implementation and correspondence. The program contact must be the school principal or assistant principal who will work most directly with the officer.

1	Site Number	
	Indicate the number this site corresponds to in your application.	

2	Enter your site's 9 digit CTDS number without hyphens. Example: 012345678.	<input type="text"/>
3	Site Name (Joint applicants – list the primary site first then the additional partnering site(s). Example: Helix Middle School (primary); La Mesa Elementary School; Lemon Grove Middle School	<input type="text"/>
4	What is the Average Daily Membership (ADM) of this site?	<input type="text"/>
5	School Level Select all that apply.	<input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School <input type="checkbox"/> Other <input type="text"/>
6	Site Administrator Name This person cannot be the officer.	<input type="text"/>
7	Site Administrator Title	<input type="text"/>
8	Site Mailing Address	<input type="text"/>
9	City	<input type="text"/>
10	State (AZ)	<input type="text"/>
11	Zip Code	<input type="text"/>
12	Telephone Number Enter as: (XXX) XXX-XXXX + extension	<input type="text"/>
13	Fax Number Enter as: (XXX) XXX-XXXX	<input type="text"/>
14	Email Address	<input type="text"/>
15	List the name of the officer serving this site. Enter as: John Doe - PO Jane Doe - SRO	<input type="text"/>
16	Provide the name of the school principal if the person identified as the 'site administrator' in question 6 is not the principal.	<input type="text"/>


Section 3: Determining the Need for the School Safety Program



Determining the Need for the School Safety Program: The purpose of this section is to demonstrate a compelling need for the program based on needs assessment data. A needs assessment is the collection and analysis of objective data regarding the conditions, consequences, and incidence of violent and criminal behavior, illegal substance use, and other high risk behaviors in the school and school community; prevalence and perception of high risk behavior and feelings of safety; and/or risk and protective factors. The analysis should include delinquency and serious discipline problems among the student population as well as gaps and weaknesses in prevention and intervention resources available to the school. The use of multiple data sources is required.

17	Describe your needs assessment process, data and data sources used to identify need.	
18	Describe your school's need for the program; include data identified from your needs assessment and the gaps and/or weaknesses in prevention and intervention resources.	
19	Of the problems identified through your school's needs assessment, identify the priority areas of focus and target population(s) to be served.	

Section 4: Addressing the Problem through Program Design

Addressing the Need through Program Design: The purpose of this section is to demonstrate, based on a needs assessment, 1) a sound program design with clear and appropriate School Safety Program strategies and activities and 2) programs and supports in place to ensure the success of the program.

20	Describe how the officer's expertise and resources as a law enforcement or juvenile probation officer will be utilized to address the problems identified in your school's needs assessment. Do not include Law Related Education (LRE) or School Safety Assessment and Prevention Team activities as	
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24	<p>In working toward the program requirements, describe how the school administrator will:</p> <ul style="list-style-type: none"> • provide school level data, including discipline/safety incidents, survey data, and other relevant data in a timely and ongoing manner • ensure that recommendations from the team will be used for continuous improvement of the program 	
25	<p>Describe the systems and programs in place for prevention and safety at your school and how the officer will be utilized within the current framework. Include existing drug, violence, and delinquency prevention and intervention activities, community partnerships and school goals and objectives related to school safety, and relevant school discipline policies and procedures.</p>	

Section 5: School – Agency Collaboration and Commitment for Program Implementation

School – Agency Collaboration and Commitment for Program Implementation: The purpose of this section is to demonstrate an existing collaborative relationship with law enforcement or juvenile probation (whichever is supplying the officer), commitment to the goals of the program, and effective program management.

26	<p>Describe how your school and collaborating agency will select the most appropriate officer for your school and ensure the continuity of that officer over a three year period. If the school and agency intend to maintain the current School Safety Program officer, include an explanation of why this officer is appropriate for the position.</p>	
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27	<p>The officer cannot be used to fill positions in areas such as school discipline, in-school suspension, security, parking lot detail, truancy personnel and lunchtime monitoring but should collaborate with individuals in these positions. Describe how your school currently staffs these positions and will ensure that the officer is not misused.</p>	<div></div>
28	<p>Describe specific collaborative activities your school has engaged in with law enforcement or juvenile probation agencies.</p>	<div></div>
29	<p>Officers are expected to be on campus 80% (SROs) / 90% (JPOs) of the time and cannot be utilized for special assignments such as SWAT and caseloads. Describe how your school and agency will collaboratively ensure the officer is present and available on campus during their duty hours and according to the program requirements.</p>	<div></div>
30	<p>Describe how your school, the agency, and the district will collaboratively monitor program implementation and supervise the officer.</p>	<div></div>
31	<p>Itemize in-kind contributions your school and collaborating agency will provide to this program. Include items such as office furniture, office space, computers, two-way radios, supplies, and salary supplements.</p>	<div></div>







Section 6: Assessing Compliance – Current Grantees only

Assessing Compliance. The purpose of this section is to demonstrate compliance with program requirements over the course of the ending three year (FY 2009-2011) grant cycle.

This section is for current grantees only. If you are a new applicant, proceed to A) section 7 if applying jointly or B) the officer information page if applying individually.

32	<p>Provide the date and title of the required training, provided by the Arizona Department of Education or Arizona Foundation for Legal Services and Education, your officer attended in the 2008-2009 school year.</p> <p>Example: MM-DD-YYYY; New Officer Training</p>	<div></div>
33	<p>Provide the date and title of the required training, provided by the Arizona Department of Education or Arizona Foundation for Legal Services and Education, your officer attended in the 2009-2010 school year.</p> <p>Example: MM-DD-YYYY; It's My Right!...Isn't It?</p>	<div></div>
34	<p>Provide the date and title of the required training, provided by the Arizona Department of Education or Arizona Foundation for Legal Services and Education, your officer attended in the 2010-2011 school year.</p> <p>Example: MM-DD-YYYY; Discouraging Youth Violence</p>	<div></div>
35	<p>Provide the date and title of the required training, provided by the Arizona Department of Education, your school administrator attended in the 2008-2009 school year.</p>	<div></div>

	Example: MM-DD-YYYY; Leadership Training	
36	Provide the date and title of the required training, provided by the Arizona Department of Education, your school administrator attended in the 2009-2010 school year. Example: MM-DD-YYYY; Advanced Leadership Training <u>Level I</u>	<div></div>
37	Provide the date and title of the required training, provided by the Arizona Department of Education, your school administrator attended in the 2010-2011 school year. Example: MM-DD-YYYY; Advanced Leadership Training <u>Level II</u>	<div></div>
38	Provide the date and title of the required training, provided by the Arizona Department of Education, your current district administrator attended between the 2008-2011 school years. Example: MM-DD-YYYY; Leadership Training	<div></div>
39	Provide the date and title of the required training, provided by the Arizona Department of Education, your current agency supervisor attended between the 2008-2011 school years. Example: MM-DD-YYYY; Leadership Training	<div></div>

40	<p>Indicate the number of times your SSAPT met in the 2008-2009 school year. Submit documentation from the four required meetings (e.g. meeting invitation, agenda, notes or minutes).</p>	
41	<p>Indicate the number of times your SSAPT met in the 2009-2010 school year. Submit documentation from the four required meetings (e.g. meeting invitation, agenda, notes or minutes).</p>	
42	<p>Indicate the number of times your SSAPT met in the 2010-2011 school year. Submit documentation from three required meetings (e.g. meeting invitation, agenda, notes or minutes).</p>	
43	<p>Indicate the number of Cohort, Universal and total LRE hours your officer taught in the 2008-2009 school year.</p> <p>Example: Cohort hours: ____ Universal hours: ____ Total hours: ____</p>	
44	<p>Indicate the number of Cohort, Universal and total LRE hours your officer taught in the 2009-2010 school year.</p> <p>Example: Cohort hours: ____ Universal hours: ____ Total hours: ____</p>	
45	<p>Indicate the number of Cohort, Universal and total LRE hours your officer taught in the 2010-2011 school year. Submit Activity Log Summary.</p> <p>Example: Cohort hours: ____ Universal hours: ____</p>	

	Total hours: _____	
46	Provide the total number of off- campus hours per school year (2008-2009; 2009-2010; 2010-2011). Example: 2008-09: _____ 2009-10: _____ 2010-11: _____	

Section 7: Joint Applicant – Partnering School(s)

Joint Applicant – Partnering School(s): The purpose of this section is to provide school level information for partnering schools applying jointly. The primary site's information should have been provided in Section 2: Site Details.		
47	Site name of partnering school	<input type="text"/>
48	Enter your site's 9 digit CTDS number without hyphens. Example: 012345678	<input type="text"/>
49	What is the Average Daily Membership (ADM) of this site?	<input type="text"/>
50	School Level Select all that apply.	<input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School <input type="checkbox"/> Other <input type="text"/>
51	Site Administrator Name This person cannot be the officer.	<input type="text"/>
52	Site Administrator Title	<input type="text"/>
53	Site Mailing Address	<input type="text"/>
54	City	<input type="text"/>

55	State (AZ)	<input type="text"/>
56	Zip Code	<input type="text"/>
57	Telephone Number Enter as: (XXX) XXX-XXXX + extension	<input type="text"/>
58	Fax Number Enter as: (XXX) XXX-XXXX	<input type="text"/>
59	Email Address	<input type="text"/>
60	Enter the distance between this school and the primary school.	
61	List the name of the officer serving this site. Enter as: John Doe - PO Jane Doe - SRO	<input type="text"/>
62	Provide the name of the school principal if the person identified as the 'site administrator' in question 51 is not the principal.	<input type="text"/>
63	Site name of partnering school	<input type="text"/>
64	Enter your site's 9 digit CTDS number without hyphens. Example: 012345678	
65	What is the Average Daily Membership (ADM) of this site?	<input type="text"/>
66	School Level Select all that apply.	<input type="checkbox"/> High School <input type="checkbox"/> Middle School <input type="checkbox"/> Elementary School

		<input type="checkbox"/> Other <input type="text"/>
67	Site Administrator Name This person cannot be the officer.	<input type="text"/>
68	Site Administrator Title	<input type="text"/>
69	Site Mailing Address	<input type="text"/>
70	City	<input type="text"/>
71	State (AZ)	<input type="text"/>
72	Zip Code	<input type="text"/>
73	Telephone Number Enter as: (XXX) XXX-XXXX + extension	<input type="text"/>
74	Fax Number Enter as: (XXX) XXX-XXXX	<input type="text"/>
75	Email Address	<input type="text"/>
76	Enter the distance between this school and partnering schools 1 and 2.	
77	List the name of the officer serving this site. Enter as: John Doe - PO Jane Doe - SRO	<input type="text"/>

78	Provide the name of the school principal if the person identified as the 'site administrator' in question 67 is not the principal.	
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Officer Information Page (one page per officer)

When completing the Officer Information Page, be certain to select the appropriate site number that officer will serve (previously designated on Site Detail Page). If this officer will serve multiple schools, all site names must be listed in Question 4. Please do not submit multiple pages for one officer.

The following Officer Information Sections must be completed:

Section 1: Officer Contact Information

Officer Contact Information. One officer per page.	
1	Provide the last name of the officer. <input style="width: 95%;" type="text"/>
2	Provide the first name of the officer. <input style="width: 95%;" type="text"/>
3	Enter the site number(s) that the officer serves. <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">1 <input type="checkbox"/></div> <div style="text-align: center;">2 <input type="checkbox"/></div> <div style="text-align: center;">3 <input type="checkbox"/></div> <div style="text-align: center;">4 <input type="checkbox"/></div> <div style="text-align: center;">5 <input type="checkbox"/></div> <div style="text-align: center;">6 <input type="checkbox"/></div> <div style="text-align: center;">7 <input type="checkbox"/></div> <div style="text-align: center;">8 <input type="checkbox"/></div> <div style="text-align: center;">9 <input type="checkbox"/></div> <div style="text-align: center;">10 <input type="checkbox"/></div> <div style="text-align: center;">11 <input type="checkbox"/></div> <div style="text-align: center;">12 <input type="checkbox"/></div> </div>
4	List, by name, the site(s) the officer serves. <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Example: Anytown High School; Anytown Middle School </div>
5	Select type of officer. <input type="radio"/> SRO <input type="radio"/> PO
6	Officer's School Phone Number Enter as: (XXX) XXX-XXXX + Extension <input style="width: 95%;" type="text"/>
7	Officer's School Fax Number Enter as: (XXX) XXX-XXXX <input style="width: 95%;" type="text"/>
8	Officer's School Email Address <input style="width: 95%;" type="text"/>

Section 2: Summer/Intersession

Applications must reflect a 10-month salary unless an 11- or 12-month salary is specifically referenced in the Budget Description, supported in Summer/Intersession section of the Officer Information page, and indicated on the *Cooperative Agreement Signature Pages* and Statement of Officer Salary and Benefits. Terms of an 11- or 12-month position must also be established in a Service Agreement. Please note: funding for an 11- or 12-month position is dependent upon availability of funds; approval is not guaranteed. More information on Summer/Intersession can be found on page 18 of the *School Safety Program Guidance Manual*.

Summer/Intersession Request. The Summer/Intersession section of this page must be completed if the site and the officer are requesting funds for a position that extends beyond 10-months. To be considered for an 11- or 12- month position, teachers and students must be present on campus for a period of time during intersession or summer break and the administrator and officer must select described planned activities in Question 12 and 13. If the officer will serve no more than a 10-month position, select 'No' on Question #9 and skip to Questions #14-23.

9	<p>Do the site and officer request funding for a position that serves the school for more than 10-months?</p> <p>If yes, you must complete the rest of this section. If no, proceed to the next section.</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
10	<p>How many months of service are being proposed?</p>	<p><input type="radio"/> 11 Months</p> <p><input type="radio"/> 12 Months</p>
11	<p>Will teachers and students be present during intersession or summer break?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
12	<p>What duties will the officer perform?</p>	<p><input type="checkbox"/> LRE lesson plan development</p> <p><input type="checkbox"/> Work with specific teachers to integrate LRE into classroom curriculum</p> <p><input type="checkbox"/> Implement LRE</p> <p><input type="checkbox"/> Conduct school safety assessments</p> <p><input type="checkbox"/> Review and update school safety plan</p> <p><input type="checkbox"/> Provide or attend school in-service training</p> <p><input type="checkbox"/> Attend professional development trainings</p> <p><input type="checkbox"/> Analyze and develop strategies to address campus related criminal incident</p> <p><input type="checkbox"/> Other <input type="text"/></p>

<p>Provide a detailed description, supporting each item indicated above, of the summer/intersession plan that has been developed between the site administrator, officer, and supervisor.</p>	
<p>13 For example, if 'LRE lesson plan development' is selected, then you might write: The officer will develop LRE lesson plans that address sexual harassment which will be implemented during the 2011-2012 school year.</p>	<div data-bbox="573 420 1425 604" style="border: 1px solid black; height: 88px; width: 525px; margin-bottom: 5px;"></div> <div data-bbox="573 567 1425 604" style="border: 1px solid black; height: 18px; width: 525px;"></div>

Section 3: Law Enforcement or Juvenile Probation Supervisor Contact Information

Law Enforcement or Juvenile Probation Supervisor Contact Information. It is important this section be kept current as it will be used for grant correspondence.		
14	Supervisor's Full Name	<input style="width: 380px;" type="text"/>
15	Title	<input style="width: 380px;" type="text"/>
16	Agency	<input style="width: 380px;" type="text"/>
17	Agency Mailing Address	<input style="width: 380px;" type="text"/>
18	City	<input style="width: 380px;" type="text"/>
19	State (AZ)	<input style="width: 380px;" type="text"/>
20	Zip Code	<input style="width: 380px;" type="text"/>
21	Supervisor's Phone Number Enter as: (XXX) XXX-XXXX + Extension	<input style="width: 380px;" type="text"/>
22	Supervisor's Fax Number Enter as: (XXX) XXX-XXXX	<input style="width: 380px;" type="text"/>
23	Supervisor's Email	<input style="width: 380px;" type="text"/>

Section 4: Change in Officer

Change in Officer. Complete this section ONLY when a new officer is assigned after this application has been submitted and approved. The Officer Supervisor section must also be amended if the new officer has a supervisor other than the one already entered.

24	New Officer's Last Name	<input type="text"/>
25	New Officer's First Name	<input type="text"/>
26	New Officer type	<input type="radio"/> SRO <input type="radio"/> PO
27	New Officer's School Phone Number Enter as: (XXX) XXX-XXXX + Extension	<input type="text"/>
28	New Officer's School Email Address	<input type="text"/>
29	Does this new officer have a supervisor other than the one already on file? If yes, please amend the Officer's Supervisor Information section of this page.	<input type="radio"/> Yes <input type="radio"/> No
30	New Officer's Start Date MM/DD/YYYY	<input type="text"/>

Site Budget Breakout Table

The line items completed on the *Budget Line Item* form will automatically appear on this table. Complete this table by providing a breakdown of the budget line items by site. The "Site 1" column must reflect the budget for the site designated as number 1 on the Site Information Page. The "Site 2" column must reflect the budget for the site designated as number 2, etc. Do not put dollar signs or commas in the box; use only numbers. Totals must match.

Line Item	Allocated Amount	Site 1	Site 2	Site 3	Site 4	Site 5	Site 6	Site 7	Site 8	Site 9	Site 10	Site 11	Site 12	Total
Instruction 1000														
Salaries	6100	\$65,000.00	\$31,000.00	\$34,000.00	0	0	0	0	0	0	0	0	0	\$65,000.00
Supplies	6600	\$200.00	\$100.00	\$100.00										\$200.00
Other Expenses	6800	\$100.00	\$50.00	\$50.00										\$100.00
Capital Outlay														
Property	6700	0	0	0										0
Total			\$31,150	\$34,150	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$65,300